DOCUMENT RESUME

ED 087 391 IR 000 131

| | |
|---|---|
| AUTHOR | Rawles, Beverly |
| TITLE | Selection of Special Materials for Disadvantaged Adults. Public Library Training Institutes Library Service Guide Number One. |
| INSTITUTION | Morehead State Univ., Ky. Appalachian Adult Education Center. |
| SPONS AGENCY | Bureau of Libraries and Learning Resources (DHEW/OE), Washington, D.C. |
| PUB DATE | Jan 74 |
| GRANT | OEG-0-73-5341 |
| NOTE | 45p. |
| EDRS PRICE | MF-$0.65 HC-$3.29 |
| DESCRIPTORS | *Adult Basic Education; Adult Reading Programs; Adults; *Disadvantaged Groups; Guidelines; Library Acquisition; *Library Material Selection; Public Libraries; *Reading Interests |
| IDENTIFIERS | *Life Coping Skills |

ABSTRACT

Disadvantaged adults, like all adults, are concerned with their homes, their children, their finances, with themselves and with real life problems. This pamphlet, the first in a series on library services for disadvantaged adults, presents guidelines for librarians on the selection of materials for this group, materials which deal with practical, everyday concerns and which are in non-print or easily-read formats. Acquisition is discussed in terms of sources, costs, and processing of materials. The Appalachian Adult Education Center's Life Coping Skills Materials List (categories of interest to disadvantaged adults) is taken as a guide for building a well-rounded collection. The list itself is presented, with sample titles for each major category. A list of professional readings and addresses of libraries to visit provide further help for libraries. (SL)

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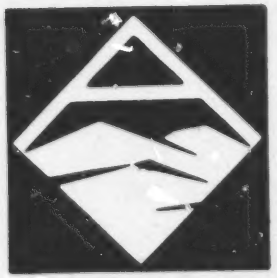
LIBRARY SERVICE GUIDES

1

*Appalachian Adult Education Center*



# MATERIALS SELECTION

# FOR

# DISADVANTAGED ADULTS

ED 087391

APPALACHIAN ADULT EDUCATION CENTER

Public Library Training Institutes
Library Service Guide No. 1

# SELECTION OF SPECIAL MATERIALS FOR DISADVANTAGED ADULTS

by

Beverly Rawles

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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Appalachian Adult Education Center
Bureau of Research and Development
Morehead State University
Morehead, Kentucky

January, 1974

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# SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

## DEFINITION OF TERMS

1. *Advocacy*—the act of pleading the cause of another as in civil rights and legal aid.

2. *Consumer economics*—the area of economics which is concerned with personal and family shopping, credit, interest rates and loans, money management, charge accounts, warranties, etc.

3. *Coping skills*—ability to use one's knowledge to act constructively in his own behalf.

4. *Disadvantaged adult*—a person 16 years of age or over who has not had the opportunity to attain economic and educational levels which permit him to cope with his environment: those with less than a high school education and/or whose family income is below the poverty level.

5. *Easy-to-read*—print material written in short sentences using short words. It may be colorful, contain illustrations, or use large print.

6. *Low reading level*—material written at about fifth grade level of difficulty, using short sentences, short paragraphs and words of less than three syllables.

7. *Nonprint*—audio-visual material such as films, filmstrips, cassette tapes, pictures, phonograph records.

8. *Readability formula*—a technique for determining the difficulty of written material by using sentence length and number of hard words. The Gunning-Fog Index is an example.

9. *Relocation skills*—the ability to move successfully to a new place of residence by using knowledge of housing, schools, churches, shopping for food and clothing, finding a job, and medical care.

## INTRODUCTION

Materials selected for disadvantaged adults should deal with the practical, everyday concerns they have. They need reliable information in the coping skills categories of advocacy, community, education, aging, children, health, jobs, consumer economics, family, insurance, transportation, housing, relating to others, self, and relocation skills. They want leisure reading materials on sports, local history, and light fiction.

Beginning readers want thin booklets, pamphlets and paperbacks which they can read through in a reasonable time. They are often slow readers or they are out of the habit of reading, and become discouraged at the sight of thick books. Pamphlets are particularly appealing to them because they are small, generally well illustrated and colorful, and contain current information on many topics of interest to them. Disadvantaged adults like nonprint materials because they are accustomed to obtaining information through their ears rather than reading, and they find it easier to learn by listening. Disadvantaged adults, like all adults, are concerned with their homes, their children, their finances, with themselves and real life problems. In selecting materials for disadvantaged adults, the librarian must keep in mind that:

1. They want interesting materials, both print and nonprint, about their pressing daily life problems, their culture, their jobs, their homes and their children.

2. They want material of adult content which is easy to read. They may prefer nonprint materials.

3. Because of lack of practice in reading and low reading levels, they may prefer large print books or those with lots of white space which are well illustrated.

4. They may work long hours and have little leisure time so they prefer to spend whatever reading time they have on materials important to them.

**WHO SELECTS MATERIALS?**

Selection of material is done by the library staff members who are working with disadvantaged adults. They learn about interests and reading levels by consulting with the users themselves, the state library consultant for extension services, social and health workers in the community, and adult basic education teachers. Consultation with those groups is vital if the library is to select material that will be used by disadvantaged adults. Seeking suggestions and different points of view will help the library staff understand the needs and interests of the persons to be served, and it will let other agencies know of the library's concern for providing good service to disadvantaged adults.

**WHY SELECT SPECIAL MATERIALS?**

The library serving disadvantaged adults needs a collection of materials which fits their special information needs. Disadvantaged adults are very likely to seek information from their families and neighbors who may not be able to tell them what they need to know to solve their problems. The public library is an alternative source of information where they can get reliable answers or can find out what other agencies can help them, so it is very important that the library select materials which will provide answers or helpful information. Disadvantaged adults cannot afford to buy books and magazines for leisure reading. The public library is the only free source of this kind of material. The Appalachian Adult Education Center has prepared a *Leisure Reading Selection Guide* to help librarians identify specific titles, suppliers, costs, and subject content of leisure reading materials most frequently used by adult learners in AAEC projects. The AAEC has also developed a *Coping Skills Materials List: Print and Nonprint*, listing materials available in each of the coping skills subcategories. The subcategories are included at the end of this guide.

**HOW DO YOU DO IT?**

Expanding library services to disadvantaged adults requires continuous acquisition of appropriate materials. Where do you start? What have other libraries done? What tools are available? How much does it cost?

There are some things you will need to know before you start:

1. What are the age groups of the disadvantaged adults in your community—are there many young, high school dropouts? Many aged people? Different age groups have different problems and very different reading interests. You can find out what age groups are represented through the local schools, welfare agencies, planning commissions, and census data.

2. Do the advantaged adults live in rural areas or urban neighborhoods? Are they black, white, or members of some other national group? It is important to know the living

environment of the people you want to serve. Rural people have interests in crops and farming, sanitation, and water supply. They are often isolated and unable to find any kind of information. Urban people may have interests in low-cost housing and how to apply for it, legal problems and child care facilities. You can find out about the people you serve and where they live from school officials, the local post office, and the welfare agencies. The 1970 Census reports are also helpful.

3. What are the daily life problems of disadvantaged adults? You need to know their problems so that you can select materials in those coping skills categories which might supply answers. One way to find out is to take a copy of the AAEC *Life Coping Skills Categories* with you when you contact other agencies who serve disadvantaged adults to learn from them the needs of their clients. Check off the categories that are important. This kind of survey can be done by telephone also. Ask for opinions about high priorities.

## ASSESSING YOUR COLLECTION

An assessment of your collection to identify what materials you already have for use with disadvantaged adults is very important; however, an assessment of a large library can take a long time. To serve immediate needs, make up a list of first-to-purchase materials consisting chiefly of inexpensive paperbacks and pamphlets to be used to order from while you are assessing the collection.

Assessment can take as little or as long a time as you and your staff have to devote to it, but it should not extend over a *long* period of time because you will want to get on with the job of getting new materials and providing service.

To help you assess your collection, the Appalachian Adult Education Center has found the *Life Coping Skills Categories* to be a useful alternative to the Sears list of subject headings. This tested list can be screened to select appropriate categories for your community to set priorities for the most important areas, and then used as a tool to assess your collection. After you have determined what materials you have, you can begin to make selections of books, nonprint, pamphlets, and juvenile materials by priority area to build on this basic collection.

In summary, the steps to take in assessing your collection and identifying priority categories of materials needs are:

1. Acquire an understanding of the important information needs of your community by asking a range of community residents.

2. Use special tools such as the AAEC *Life Coping Skills Categories* to identify materials your library has already.

3. Keep a record of the materials you have as you identify them. This can be a card file of authors and titles or a shelf list annotated by coping skills categories.

# SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

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|---|---|---|---|
| | 4. Ask bookmobile drivers, branch librarians, and other extension staff members what materials are of interest to disadvantaged adults.<br><br>5. Ask for suggestions from adult educators who know the information interests and needs of their students.<br><br>6. Consult with staffs of the welfare department, health department, local planning boards, employment agencies, neighborhood houses, correctional institutions, comprehensive health training units, hospitals, county extension agents, local minority leaders, industrial personnel officers, Headstart and others to find out what their clients and employees need to cope with their problems. | HOW MUCH DOES IT COST? | The cost of materials to be used in your library's expanded services to disadvantaged adults must be part of your budget. What you can afford to spend should be based on the percentage of the population that is disadvantaged. You may decide, for example, that you can spend $4,000 for print and nonprint materials for disadvantaged adults. How much of this money should be spent for inexpensive, medium priced and expensive materials? How much free material is available?<br><br>The Appalachian Adult Education Center has learned from its projects which provide library service to disadvantaged adults that money was allocated as follows:<br><br>Free materials–15% of materials acquired were free<br><br>Inexpensive materials–50 to 65% of the materials cost less than $5.00 per item<br><br>Medium priced materials–10 to 25% of the materials cost between $5.00 and $15 per item<br><br>Expensive materials–less than 10% of the materials cost from $15 to $100 per item<br><br>Very expensive materials–15 to 25% of the materials cost over $100 per item.<br><br>Very expensive materials were tapes, films, and kits. DO NOT purchase expensive tapes and films unless you have the equipment to check and maintain them. |
| SELECTION OF MATERIALS | From the assessment, you will move on to selection of materials:<br><br>1. What kinds of materials do you need most? From your consultations with various people, you have set priorities based on the *Life Coping Skills Categories*. Select the categories which best fit the needs of the disadvantaged adults in your community.<br><br>2. How much money can you spend? Select material in your top priority subject areas. If your funds are limited, look for free and inexpensive materials.<br><br>3. What do you select from? There are many tools available which have been used successfully by other libraries. Examples are given below: | | |

## SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

Much of the material you buy will be paperbacks and pamphlets. You should buy several copies of popular titles. Paperbacks are very popular with disadvantaged adults and should be used extensively even though they wear out. You could buy three copies in paperback plus one hardbound copy. The paperbacks would be sent to classrooms and used in deposit collections while the hardback becomes part of the library collection. It is often more desirable to buy one copy of several different books on the same subject rather than multiple copies.

**PROCESSING**

As you acquire inexpensive and free materials, keep the processing to a minimum. Don't catalog material that will wear out. Perhaps the library's stamp on the item and a circulation card are enough for inexpensive and free materials. This also speeds up your service. If you buy materials for your library's permanent collection, you will have to catalog those items.

**WHAT OTHER LIBRARIES HAVE DONE**

If you are in an urban, black community, you may want to try the bibliographies used by the Birmingham (Alabama) Public Library:

*Reader Development Collection*, Atlanta Public Library, n.d.

*Library Materials Research Project Bibliography*, University of Wisconsin Library School, 1972.

*Reading Development Books*, District of Columbia Public Library, 1970.

*Books for Adults Beginning to Read*, American Library Association, 1967.

Leaflets published by the Public Library of the District of Columbia, 1971:

a. "Spend your Money Wisely"
b. "Get That Job"
c. "Keep Your Family Healthy"
d. "Homemaking"
e. "Sew it Yourself"

*Supplementary Reading for Adult Basic Education Courses*, Alabama Public Library Service, 1972.

*Bibliography of Literacy Materials*, Adult Reading Center, Kalamazoo Library System, 3rd edition, 1967.

**BOOKS THEY READ**

In Birmingham and Columbia, South Carolina, which were urban projects serving mostly black populations, the following coping skills areas and specific titles were used most. These are examples which may be out of print but they give you an idea of what you are looking for:

ADVOCACY

*Black Like Me*, J. H. Griffin, Houghton Mifflin

*Black Rage*, W. H. Grier and P. M. Cobbs, Basic Books

*Time of Trial, Time of Hope*, M. Meltzer and A. Meier, Doubleday

*The Fire Next Time*, James Baldwin, Dell

*Justice in Urban America*, Houghton Mifflin Series

*Under 21: A Young People's Guide to Legal Rights*, M. Dorman, Dell

*You and the Law*, Arthur Crabtree, Holt

COMMUNITY

*Black Community*

*Blacks in Time*, D. Weeks, New Reader's Press

*Nigger*, D. Gregory, E. P. Dutton Co.

*Black Out Loud*, A. Adoff, editor, Macmillan, 1970

FAMILY

*Sewing Children's Clothing Made Easy*, V. Larter, Doubleday

*The Integrated Cookbook*, M. Jackson and L. Wishart, Johnson Chi

*Betty Crocker's Cookbook*, B. Crocker, Western Publishers

CHILDREN

*How to Keep your Child Fit from Birth to Six*, Bonnie Prudden, Harper-Row

*What Every Child Would Like his Parents to Know*, Lee Salk, McKay

*Helping your Children, A Basic Guide for Parents*, Grace O'Connor, Steck-Vaughn

HEALTH

*Drug Abuse*, P. J. Hill, California State Department of Education

*The Truth about Drugs*, G. Austrian, Doubleday

*Pot, Pills and Powders*, Channing L. Bete

HOUSING

*Decorating Made Simple*, M. J. Alexander, Doubleday

*Remodeling Your Home*, Sunset Editors, Lane

*The Practical Handbook of Carpentry*, R. J. DeCristoforo, Fawcett World Library

JOBS—books on how to get and keep a job and descriptions of various jobs have been used widely

*Occupations*, C. Blakely, New Reader's Press

*How to Find a Job*, R. Francis and S. Iftikhar, New Reader's Press

LEISURE—women were interested in books on cooking, Christmas decorations and sewing. Books on witchcraft and astrology were also popular:

*Thirteen Alabama Ghosts*, Jeffrey, K. T. Windham and M. G. Figh, Strode

*A Cauldron of Witches*, C. L. Alderman, Messner

*The World of Witches*, J. C. Baroja, University of Chicago

*Is Something Up There: the Story of Flying Saucers*, D. White, Doubleday

FICTION

*Joy in the Morning*, B. Smith, Bantam

*Love Story*, E. Segal, Harper-Row

*Loner*, C. Kwolak, Doubleday

*The Godfather*, M. Puzo, Fawcett World

*Valley of the Dolls*, J. Susann, Bantam

*Airport*, A. Hailey, Doubleday

*High School Dropout*, J. Clarke, Doubleday

BIOGRAPHY

*Martin Luther King: Fighter for Freedom*, E. Preston, Doubleday

*Shirley Chisholm*, J. Brownmiller, Doubleday

*Runaway Slave*, A. McGovern, Scholastic Book Service

*They Served America*, Hoff

*We Honor Them*, Watson

## SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

**WHAT OTHER LIBRARIES HAVE DONE**

If you are serving a rural, white community, you may want to try some of the materials that were successful in Floyd County, Kentucky. The Adult Basic Education-Public Library Project in Floyd County used the following bibliographies to assess its collection:

1. *Committee on Reading Improvement for Adults.* American Library Association. Adult Services Division.
2. Consumer Product Information
   Washington, D. C.
3. ERIC Reports
   Educational Resources Information Center
   Washington, D. C.
4. *The World of Books*
   Division of Hertzberg-New Method, Inc.
   Jacksonville, Florida
5. *School and Library Catalog, 1972*
   1224 W. Van Buren Street
   Chicago, Illinois

The coping skills areas and specific titles used most in Floyd County were:

**BOOKS THEY READ**

ADVOCACY

*Jazz Country*, N. Hentoff, Dell

*You and the Law*, A. Crabtree, Holt

SELF AND RELATING TO OTHERS

*Malcolm X*, [illegible] Clarke, Macmillan

*Helen Keller*, E. M. Kirk and F. C. Laubach, New Reader's Press

*W. H. Chamberlain*, G. Sullivan, Popular Library

*Hotel*, A. Hailey, Doubleday

*Let the Hurricane Roar*, R. W. Lane, Watts

*Time of Trial, Time of Hope*, M. Meltzer and A. Meier, Doubleday

*The Cross and the Switchblade*, D. Wilkerson, Pyramid Publications

*The Story of Jesus*, F. C. Laubach, New Reader's Press

*How the Bible Came to Us*, R. Trent, Broadman

*E.S.P. and You*, S. Smith, MacFadden-Bartell

**FLOYD COUNTY, KENTUCKY**

CONSUMER ECONOMICS

*Be Informed on Buying an Auto*, New Reader's Press

*Cost of Operating an Automobile*, Consumer Product Information

*Getting Ready for Payday*, M. Hudson, Frank E. Richards

*Using Money Series*, J. Wool, Frank E. Richards

*What to Do with Your Bad Car*, R. Nader, Bantam

*You and Food Stamps*, Consumer Product Information

HEALTH

*The ABC's of Child Safety*, Channing L. Bete

*Alcohol: Some Questions and Answers*, Consumer Product Information

*Answers to Most Frequently Asked Questions about Drug Abuse*, Consumer Product Information

*Basic Nursing Techniques*, M. Anderson, W. B. Saunders

*Cancer, What to Know, What to do About it*, Consumer Product Information

*What Everyone Should Know about Hospitals*, Channing L. Bete

HOUSING

*Fell's Guide to Mobile Home Living*, M. Oaks, Frederick Fell.

*Home Furnishings*, Scholastic Book

*Thirty-Two Ideas for Improving Your Home*, Channing L. Bete

JOBS

*I Want a Job*, M. Hudson, Frank E. Richards

*A Job for You*, P. Dubnick, Steck-Vaughn

*Social Security and You*, Channing L. Bete

RELATING TO OTHERS

*About Prayer*, Channing L. Bete

*The Friends you Make*, Follett

*Guns of Navarone*, A. MacLean, Hertzberg

*One God: The Ways We Worship Him*. F. Fitch, Lothrop

*Seventeenth Summer*. M. Daly, Hertzberg

*What to Tell your Child About Sex*. Meredith

SELF

*A Book of Witchcraft*. R. Brown, Talpinger

*How to Understand Yourself and Others*. Channing L. Bete

*The World of the Witches*. J. Baroja, University of Chicago

LEISURE

*Across the Years*, E. Loring, Bantam

*Adventures of Tom Sawyer*. M. Twain, Doubleday

*Airs above the Ground*. M. Stewart, Fawcett

*All through the Night*. G. Hill, Grossett & Dunlap

*Andy and the Lion*. J. Daughtery, Viking

MOST USED PUBLISHERS

*Better Basketball for Boys*. D. Cooke, Dodd

*Kings of the Home Run*. V. Daley, Putnam

*Let's Face it Charlie Brown*. C. Schulz, Hertzberg

*Profiles in Courage*. J. Kennedy, Watts

*Stories of Jesse Stuart*. L. Swinburne, McGraw Hill

The most used publishers and suppliers of easy reading materials for disadvantaged adults as reported by the libraries in Birmingham, Alabama, and Floyd County, Kentucky, are:

Bantam Books, Inc.
666 Fifth Avenue
New York, NY 10019

Berkley Medallion Books
200 Madison Avenue
New York, NY 10016

Book-Lab, Inc.
1449-37th Street
Brooklyn, NY

Burgess Publishing Company
426 South Sixth Street
Minneapolis, MN

Cambridge Book Company
488 Madison Avenue
New York, NY 10022

Channing L. Bete Company
Greenfield, MA 01301
(pamphlets)

Children's Press
1224 W. Van Buren Street
Chicago, IL

Consumer Product Information
Washington, DC 20407

Doubleday and Company
501 Franklin Avenue
Garden City, NY 11530

Fearon Publishers
6 Davis Drive
Belmont, CA 94002

Field Enterprises
2265 N. Elston Avenue
Chicago, IL 60607

Finney Company
3350 Gorham Avenue
Minneapolis, MN

Follett Publishing Company
Customer Services Department
P. O. Box 5705
Chicago, IL

Grolier Educational Corporation
845 Third Avenue
New York, NY 10022

Hertzberg
Vandalia Road
Jacksonville, IL 62650

New Reader's Press
P. O. Box 131
Syracuse, NY 13210

Noble and Noble, Inc.
750 Third Avenue
New York, NY 10017

Reader's Digest Services
904 Sylvan Avenue
Englewood Cliffs, NJ 07632

Regents Publishing Company
Simon and Schuster
630 Fifth Avenue
New York, NY 10570

Frank E. Richards
324 First Street
Liverpool, NY 13088

Scholastic Book Service
904 Sylvan Avenue
Englewood Cliffs, NJ 07632

Steck-Vaughn Company
Box 2028
Austin, TX 78767

Xerox Educational Publications
Middletown, CT

It is helpful to visit other libraries which are serving disadvantaged adults to see first hand how they do it. Listed below are libraries that have active out-reach programs:

LIBRARIES TO VISIT

Brooklyn Public Library
Brooklyn, New York

Monmouth County Library
Freehold, New Jersey

Newark Public Library
Newark, New Jersey

Queens Borough Public Library
Jamaica, New York

Nassau County Library System
Nassau, New York

New Haven Free Public Library
New Haven, Connecticut

Jacksonville Public Library
Eastside Branch
Jacksonville, Florida

Washington, D. C. Public Library
Washington, D. C.

The Living Learning Center
Frostproof, Florida

Free Library of Philadelphia
Philadelphia, Pennsylvania

Providence Public Library
Providence, Rhode Island

Enoch Pratt Free Library
Baltimore, Maryland

Buffalo and Erie County
Public Library
Buffalo, New York

Rochester and Monroe County
Public Library
Rochester, New York

Carnegie Library of Pittsburgh
Pittsburgh, Pennsylvania

Wheeling Public Library
Wheeling, West Virginia

Cumberland County Public Library
Fayetteville, North Carolina

Greenville Public Library
Greenville, South Carolina

Savannah Public Library
Savannah, Georgia

Atlanta Public Library
Atlanta, Georgia

## SELECTION OF LIBRARY MATERIALS FOR DISADVANTAGED ADULTS

Birmingham Public Library
Birmingham, Alabama

Friedman Library
Tuscaloosa, Alabama

Memphis Public Library
and Information Center
Memphis, Tennessee

Clinch-Powell Regional Library Center
Clinton, Tennessee

Portsmouth Public Library
Portsmouth, Ohio

Cleveland Public Library
Cleveland, Ohio

Detroit Public Library
Detroit, Michigan

Kalamazoo Public Library
Kalamazoo, Michigan

Milwaukee Public Library
Milwaukee, Wisconsin

Door County Library
Sturgeon Bay, Wisconsin

Vigo County Library
Terre Haute, Indiana

Chicago Public Library
Chicago, Illinois

St. Paul Public Library
St. Paul, Minnesota

Tulsa City and County
Library System
Tulsa, Oklahoma

Dallas Public Library
Dallas, Texas

San Antonio Public Library
San Antonio, Texas

Oak Springs Branch
Austin Public Library
Austin, Texas

Corpus Christi Public Library
Corpus Christi, Texas

Albuquerque Public Library
Albuquerque, New Mexico

Santa Ana Public Library
Santa Ana, California

Venice Branch
Los Angeles Public Library
Los Angeles, California

Fresno County Free Library
Fresno, California

Yakima Valley Regional Library
Yakima, Washington

## WHAT TO READ

There are some good books and magazine articles on library service to disadvantaged adults which may be useful to you. Some examples are:

1. Daly, Bettie
"Public Library Services to the Disadvantaged"
*Kentucky Library Association Bulletin*, Vol. 30, Jan. 1966, pp. 20-30.

2. Warren, M.
"The Literacy Librarian: Case Studies of Experiments in Dallas"
*Wilson Library Bulletin*, Feb. 1972, pp. 507-508.

3. "Judy Tate, A Library's Extension Service"
*Wilson Library Bulletin*, Feb. 1972, pp. 507-508.

4. Jarvella, S. M.
"Library Service for Migrants: An Action Plan"
*Wilson Library Bulletin*, Mar. 1972, pp. 620-623.

5. Coplan, K. and Castagna, E., editors
*The Library Reaches Out*
Oceana Publications, New York, 1965, 403 pp.

6. Brown, E. F.
*Library Service to the Disadvantaged*
Scarecrow Press, Metuchen, N. J., 1971, 360 pp.

7. Cortright, R. W.
"Materials for the Illiterate: the Laubach Method"
*Wilson Library Bulletin*, Sept. 1965, pp. 51-54.

8. Lyman, Helen H.
*Library Materials in Service to the Adult New Reader*
American Library Association, New York, 1973, 614 pp.

9. ALA. Reference and Adult Services Division. Adult Library Materials Committee. "Easy Adult Reading Materials: a Bibliography of Bibliographies"
*Reference Quarterly* XIII (Fall, 1973), pp. 43-47.

APPALACHIAN ADULT EDUCATION CENTER

BUREAU OF RESEARCH AND DEVELOPMENT
MOREHEAD STATE UNIVERSITY
MOREHEAD, KENTUCKY

# LIFE COPING SKILLS MATERIALS LIST

Categories and Sub-categories
June, 1973

## ADVOCACY

- Arrests
- Civil Rights
  - Bill of Rights
  - Civil Rights Movement
  - Legal Rights Under the Law
  - General
- Consumer Rights (See Consumer Economics: Consumer Rights)
- Legal Aid

## AGING

- Aging Process
  - Emotionally
  - Mentally
  - Physiologically
- Burial Insurance (See Insurance: Burial Insurance)
- Care of the Aged in the Home
- Death
- Funerals
- Nursing Homes and Rest Homes
- Programs, Organizations, and Agencies for the Aging
  - Medicare (See Health: Health Cost Medicare)
  - Social Security (See Insurance: Social Security)
  - Other

Retirement
- Activities and Recreation
- Benefits
- Education
- Employment (See also Jobs: Occupational Information)
- Housing
- Planning

Wills

**CHILDREN**

Adolescence
Adoption
Babysitting
Birth and Genetic Defects (See Health: Birth and Genetic Defects)
Breast and Bottle Feeding
Child Abuse
Childbirth (See Health: Childbirth, Labor, Midwifery)
Child Development
Child Health Care (See also Health: Disease Information)
(See also Health: How to Select and Obtain Health Services)
Child Rearing
Development of Verbal Skills
Discipline
Drop-Out Prevention
Emotional Problems in Children (See also Health: Mental Health)
(See also Family: Conflict)
(See also Family: Crisis)
Foster Care
Gifted Children
Playing with your Children
Premature Babies
Prenatal Care (See Health: Prenatal Care)
Raising Children Alone

Retarded Children (See also Health: Retardation Prevention
(See also Health: Prenatal Care)
Selection of Child Care Facilities
Sex Education (See also Family: Sexual Relations)
Success and Failure in School
Teaching Children to Handle Emergencies (See also Family: Safety Planning)

COMMUNITY

Censorship
Citizenship: Naturalization
Citizen's Responsibilities
Community Organizations (See Community: Organizations, Resources, Services)
Community Projects
Jury Duty
Public Office
Social Action
Voting, Vote Buying
Community Hazards
Community Organizations, Resources, and Services
Child Services
Churches
Employment
Fire
Legal Aid (See Advocacy: Legal Aid)
Licensing Bureaus
Police
Public Health
Public Library Services
Referral Services
Schools
Volunteers
Water
Welfare, (See also Consumer Economics: Food Stamps)

- Dealing with Police
- Emergency Services
  - Disaster Action
  - Red Cross
  - Salvation Army
  - Telephone Hot Lines
- Ethnic Centers and Groups
- Government: Local, State, National
- How to Participate In and Use the Democratic Process
- Juvenile Delinquency
- Keeping Informed: Media, TV, Radio, Newspapers, Magazines
- Military Service
- Parliamentary Procedures
- Re-entry from Institutions
  - Corrections
  - Sanatoria
  - Veterans
- Social Problems of the Community
  - Busing
  - Crime
  - Environment, Ecology (See also Health: Pollution)
  - Street Safety
  - Zoning
- Street Gangs

**CONSUMER ECONOMICS**

- Advertising
- Auctions
- Bankruptcy
- Banks and Banking
  - Checking
  - Savings
- Bartering
- Buying Guides

Car Buying: New and Used
Comparison Buying: Values in Purchasing
    Appliances
    Clothing (See also Family: Home Management Care of Clothing)
    Drugs
    Food
    Furnishings and Accessories
Consumer Magazines
Consumer rights: Gypping
Counterfeits
Credit Bureaus
Credit Unions
Discount Store Buying
Farm Equipment Purchases
Food Stamps (See also Community: Community Organizations, Resources, Services: Welfare)
Fraud
Garnishments
Housing Repair and Maintenance (See Housing: Maintenance & Repairs)
Interest Rates
Investing Money
Land Buying and Selling
Loans: Borrowing Money
    Easy Credit
    FHA Loans
    Juice Rackets
    Loan Companies
    Mail Order Loans
Mail Order Catalog Buying
Money Management
    Budgeting
    Charge Accounts
    Credit Cards
    Installment Buying
    Rebates
    Retail Processes
Warranties and Guarantees

## EDUCATION

- Career Planning (See Jobs: Career Planning)
- Educational Institutions
  - Colleges and Universities
  - Community Colleges
  - Vocational and Technical
- Finding A Job (See Jobs: Finding a Job)
- How to Apply to Educational Institutions
- How to Study
- How to Take A Test
- Locating Information
- Self-Education
  - Education Credit for experience
  - Educational Loans, Scholarships, and Assistance Programs
  - Educational Programs for Adults
  - G.E.D., High School Equivalency Diploma

## FAMILY

- Brothers and Sisters: Sibling Relationships
- Care of the Aged in the Home (See Aging: Care of the Aged in the Home)
- Common Law Marriages
- Death, Funerals & Wills (See Aging: Death)
  (See Aging: Funerals)
  (See Aging: Wills)
- Divorces and Separations
- Extended Family: Cousins, Uncles, Grandparents, etc.
- Family Conflict (See also Children: Emotional Problems in Children)
- Family Crisis
- Family Recreation (See Leisure: Recreation, Family)
- Handling Close Personal Relationships, i.e. Intimacy
  (See also Relating to Others: Handling Intimacy)
- Home Health Care (See Health: Home Health Care)

- Home Management
  - Budgeting (See Consumer Economics: Money Management Budgeting)
  - Care of Clothing
  - Decorating
  - Food Preparation: Canning, Freezing, Cooking
  - Furnishing
  - Home Gardening: Flowers and Vegetables
  - House Cleaning
  - Remodeling (See Housing: Remodeling)
- Identifying Strengths and Weaknesses in the Family
- In-Laws
- Marriage Roles
- Safety Planning
  - Fires
  - Home Accidents, Poisons, etc
  - Tornadoes (See also Community: Emergency Services)
- Sexual Relations
- Unwed Parents
- Working Women (See Jobs: Working Women)

**HEALTH**

- Aging (See Aging: Aging Process)
- Alcoholism
- Birth & Genetic Defects
- Black Lung (See Chronic Disease Respiratory)
- Childbirth, Labor, Midwifery
- Chronic Diseases
  - Arthritis
  - Cancer
  - Diabetes
  - Heart
  - Hypertension
  - Respiratory

Death (See Aging: Death)
Dental Care
Disease Information (See also Health: Chronic Diseases)
Disease Prevention
    Cancer (See also Health: Smoking)
    Heart Disease
    Immunization, Innoculation
    Respiratory Disease
Drug Abuse
Exercise
Faith Healing
Family Planning
    Abortion
    Birth Control
    Fertilization and Sterility
    Sterilization
First Aid
Generic Drugs and Laws
Handicapped, Mental and Physical
Health Costs
    Doctors
    Hospital
    Medicaid
    Medical Assistance (See Community: Community Organizations, Resources & Services: Welfare
    Medicare
    Private Health Insurance (See Insurance: Health Insurance)
Home Health Care
Home Remedies, Medicinal Herbs
How to Select and Obtain Medical Services
    Dental
    Doctors
    Emergency

Hospitals
Medical Clinics (See also Community: Community Organizations, Resources & Services: Public Health
Mental
How to Talk with A Doctor
Insect Control
Menopause
Mental Health (See also Children: Emotional Problems in Children)
Nutrition
Old Wives' Tales
Patent Medicines: Over the Counter Medicines
Personal Hygiene (See also Self: Personal Care and Grooming)
Physiology and Anatomy (See also Health: Preserving your Health)
Physiology of Lifting
Back Problems
Hernias
Pollution (See also Community: Social Problems of the Community Environment, Ecology)
Prenatal Care (See also Children: Premature Babies)
Prescriptions
Preserving your Health
Sight
Hearing
General
Quackery
Rehabilitation
Retardation Prevention (See also Children: Retarded Children)
Sanitation (See also Community: Community Hazards)
Smoking
Storing Medicine (See Family: Safety Planning)
Venereal Diseases
Weight Problems
Diets
Overweight
Underweight
Weight-watching plans
What to Expect at the Hospital

**HOUSING**

- Buying and Selling
- Decorating (See Family: Home Management Decorating)
- Fire Prevention (See also Insurance: Fire Insurance)
  (See also Family: Safety Planning)
- Furnishings (See Family: Home Management Furnishings)
  (See Consumer Economics: Comparison Buying Furniture & Accessories)
- Home Building
- Maintenance and Repairs
- Owner's Liabilities and Responsibilities
- Remodeling
- Renting
- Trailers
- Utilities

**INSURANCE**

- Burial Insurance
- Disability Insurance
- Fire Insurance
- Health Insurance
- Homeowners Insurance
- Life Insurance
- Mortgage Insurance
- Motor Vehicles Insurance
- Private Pension Plans
- Renters Insurance
- Social Security
- Workmen's Compensation (See Jobs: Workmen's Compensation)

JOBS

- Agricultural Jobs
  - Cooperatives
  - Farming
  - Land Use
  - Sharecropping, Tenant Farming
  - Woodland Management
- Application Forms
- Applying for a Job
- Assessing Your Own Skills, Talents, and Interests
- Career Planning
- Child Care Facilities, Selection of (See Children: Selecting Child Care Facilities)
- Civil Service Information
- Distinguishing Between Good and Bad Jobs:
  - Facilities, Fringe Benefits, Hours, Wages
- Employee's Responsibilities
- Employer's Responsibilities (See also Advocacy: Civil Rights)
- Employment Agencies
- Find a Job (See also Jobs: Career Planning)
  - (See also Jobs: Occupational Information)
- Holding a Job (See also Relating to Others: Getting Along with Others)
- Job Discrimination (See also Relating to Others: Dealing with Discrimination)
  - (See also Advocacy: Civil Rights)
- Job Safety
- Losing A Job (See also Jobs: Unemployment)
- Occupational Information
- Private Pension Plans (See Insurance: Private Pension Plans)
- Seasonal Jobs
- Social Security (See Insurance: Social Security)
- Training and Re-training Programs (See also Education: Educational Institutions)
- Unemployment
- Unions
- Upgrading on the Job (See also Jobs: Holding a Job)
- Working Women
- Workman's Compensation

## LEISURE

- Astrology
- Cultural Activities: Music, Performing Arts, etc.
- Dancing
- Fortune Telling
- Gambling
- Games
- Handicrafts
- Hobbies
- Parks
- Playing with your Children (See Children: Playing with Your Children)
- Radio (See Leisure: TV-Radio-Movies)
- Recreation
  - Indoor
  - Outdoor: Camping, Fishing, Hunting, Swimming, etc.
- Sewing
- Sports
- TV-Radio-Movies
- Using Leisure Time Effectively
- Vacations

## RELATING TO OTHERS

- Communication
  - Correct Speech Usage
  - Giving Directions
  - Listening
  - Public Speaking
  - Taking Directions
  - Use of Telephones
  - Writing letters, reports, etc.
- Entertaining
- Friendship

- Getting Along with Others, Interpersonal Relationships
  - Accepting Help
  - Dealing with Conflict
  - Dealing with Criticism
  - Dealing with Discrimination
  - Dealing with Unwanted Advances
  - Fighting Fairly
  - Getting Acquainted
  - Helping Others
  - Meeting People
  - Working with Others
- Handling Intimacy (See also Family: Handling Close Personal Relationships)
- Listening to Others
- Love
- Manners and Etiquette
- Neighbors
- Respecting the Ideas and Beliefs of Others
- Sexual Relations (See also Family: Sexual Relations)
- Sportsmanship
- Understanding Others
  - Attitudes
  - Culture
  - Ethnic Background
  - Religion

**RELOCATION SKILLS**

- Church
- Community Services (See Community: Organizations, Resources, Services)
- Employment (See also Jobs: Finding a Job)
- Establishing Credit
- Food Shopping
- Housing
- Moving, Expenses, Methods
- Neighbors (See Relating to Others: Neighbors)
- Schools

**SELF**

- Changing Yourself
- Church Affiliation
- Decision Making
- Describing Feelings
- Etiquette (See Relating to Others: Manners & Etiquette)
- ESP
- Ethnic Studies
- Goal Setting, Planning, and Achievement
- Living Alone
- Meaning of Life
- Personal Adjustment
- Personal Care and Grooming (See also Health: Personal Hygiene)
- Personal Ethics, Values, Morals, Standards
- Personal Problem Solving
- Self Esteem
- Self Evaluation
- Self Understanding
- Sensitivity to Yourself and Others--How You Come Across
- Suicide
- Superstition
- Understanding What Makes Me the Way I Am: Heredity and Environment
- Women's Liberation Movement (See also Jobs: Working Women)

**TAXES**

- Income Tax
  - City
  - Federal
  - State
- Local Taxes
- Sales Tax
- Social Security (See Insurance: Social Security
- Unemployment (See Jobs: Unemployment)
- Workmen's Compensation (See Jobs: Workmen's Compensation)

**TRANSPORTATION**

- Car Pools
- Defensive Driving
- Driver's Licenses (See also Community: Organizations, Resources & Services: Licensing Bureaus)
- Elevators
- Highway Safety
- Maps
- Overnight Accommodations
- Routing
- Stations
- Types of Transportation: Comparisons, Convenience, Fares, Repairs, General Information
  - Air
  - Bicycles
  - Boats
  - Buses
  - Cars
  - Hitchhiking
  - Motorcycles
  - Taxis
  - Trains

# LIBRARY SERVICE GUIDES IN DEVELOPMENT BY THE APPALACHIAN ADULT EDUCATION CENTER

1. The Selection of Special Materials for Disadvantaged Adults*
2. The Assessment of Community Information and Service Needs*
3. The Effective Use of Pamphlets with Disadvantaged Adults*
4. Rotating or Deposit Collections of Special Materials for Disadvantaged Adults*
5. Utilizing Volunteers to Expand Library Services to Disadvantaged Adults
6. Book-By-Mail Services: Moving the Library to Disadvantaged Adults
7. Evening and Weekend Hours: Expanding Library Services to Disadvantaged Adults
8. The Library as a Community Information and Referral Center
9. Planning the Expansion of Library Services to Disadvantaged Adults
10. Working with Library Trustees to Expand Library Services to Disadvantaged Adults
11. Reader Guidance Services for Disadvantaged Adults
12. The Recruitment of Disadvantaged Adults: Effective Publicity
13. Conducting Field Trips and Tours to the Library for Groups of Disadvantaged Adults
14. ABE—What is It: Kentucky, Alabama, South Carolina, West Virginia
15. The Relationship of Disadvantagement to Library Services
16. In-service Training of Personnel to Serve Disadvantaged Adults
17. Cooperation Between Adult Basic Education and Libraries
18. Book or Human Problems Talks: A Technique for Encouraging Library Materials Usage by Disadvantaged Adults
19. Adult Education in the Library
20. Techniques for Teachers: Teaching the Application of Basic Skills to Everyday Life Problems
21. Bookmobile Services: Moving the Library to Disadvantaged Adults
22. Expanding Library Services to the Elderly
23. Coordinating with College-Level Examination Programs
24. Effectively Displaying Materials to Disadvantaged Adults
25. Audio-Visual Orientations to Libraries for Disadvantaged Adults
26. Expanding Library Services to Mental Institutions
27. Expanding Library Services to Correctional Institutions
28. Interagency Cooperation Between the Library and Agencies that Serve Disadvantaged Adults
29. Utilizing Student Help to Expand Library Services to Disadvantaged Adults
30. High School Equivalency Preparation Programs in the Library
31. Adjusting School Libraries for Adult Student Use: Cooperation with Public Libraries
32. Working with Elected Officials to Expand Library Services to Disadvantaged Adults
33. Speaker's Bureaus for Disadvantaged Adults
34. Public Library Services to Young Disadvantaged Adults
35. Maintaining Separate Collections within the Library for Disadvantaged Adults

*In Print

APPALACHIAN ADULT EDUCATION CENTER - Bureau of Research and Development
Morehead State University
Library Training Institute

# EVALUATION OF LIBRARY SERVICE GUIDES

State:_____ Library:_____ Date:_____

Title of Guide:_____

Your name: _____ Position:_____

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FORMAT

1. Was the guide easy to use? ____yes ____no
2. Was the print large enough? ____yes ____no
3. Did you like the way it looked? ____yes ____no

PRESENTATION

Was the writing style of the guide:

1. Informational? ____yes ____no
2. Service oriented? ____yes ____no
3. Too technical? ____yes ____no
4. Contain too much jargon? ____yes ____no
5. Easy to read? ____yes ____no
6. Understandable? ____yes ____no
7. Too long? ____yes ____no

CONTENT

1. Was the information in the guide the information you needed? ____yes ____no
2. Was there enough specific detail about how to do it? ____yes ____no
3. Was there too much detail? ____yes ____no
4. Could you apply the information to your activities? ____yes ____no
5. Could you tell others how to do it after reading the guide? ____yes ____no
6. Were the charts, outlines or questionnaires understandable? ____yes ____no

REFERENCES

Were the suggested readings of any use to you? ____yes ____no

OTHER COMMENTS

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Appalachian Adult Education Center
Bureau of Research and Development
Morehead State University
November 29, 1973

OTHER COMMENTS (CONT.)

The project presented or reported herein was performed pursuant to a Grant No. OEG-0-73-5341 , from the Department of Health, Education, and Welfare, U.S. Office of Education, Bureau of Libraries and Learning Resources. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

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